INITIAL INSTRUCTOR APPLICATION Form Code: PSS IA Fee Code: 150 **Application Fee - \$100.00**

Check or Money Order payable to: Treasurer, Commonwealth of Virginia Or apply online:

www.dcjs.org/privatesecurity/watson.cfm **Application Fees are Non-Refundable**

COMMONWEALTH OF VIRGINIA

Department of Criminal Justice Services **Private Security Services Section** P.O. Box 10110 Richmond, VA 23240-9998

Phone #: (804) 786-4700; Fax #: (804) 786-6344 Website: www.dcjs.org/privatesecurity

Status Hotline: (804) 786-1132 or 1-877-9STATUS

1.	Applicant Name).				
	11	Last Name	First N	ame	MI	
2.	Social Security	#:		Date of Birth		
					mm/dd/yy	
3.	Mailing Addres	S: Number and Street	City	/Town	State Zip	
4.	Telephone: Res	idence	Business	Fax		
5.	May the Department provide information via an e-mail address? Yes No					
6.	E-Mail Address:					
7.	Are you currently employed by a Private Security Training School?					
	If yes, School N	lame:		DCJS ID#	88-	
8.	Have you submit within the past 1	itted fingerprints to this D 12 months?	nal and State Crimi	nal History Check		
	Yes					
	\$5	No, please complete and sul 50.00 processing fee for a na occessed.				
9.	suspended, revo	Have you committed any act or omission which resulted in a license, certification or registration being suspended, revoked, not renewed or being otherwise disciplined in any local, state (including Virginia) or national regulatory body?				
	☐ No					
	the n	s, attach copies of any con name of the jurisdiction in ness/individual involved. e disciplinary proceeding	which it took place, to Provide an explanation	he license number a on of the events, inc	and the name of the cluding a description	

10.	10. Instruction Category(s) Requested: (Check each that applies)				
11.	Person Securi Securi Armor	Alarm Respondent Central Station Dispatcher ty Canine Handler Electronic Security Technician ty Officer Core Subjects Electronic Security Sales Representative Special Conservator of the Peace Electronic Security Sales Representative Special Conservator of the Peace Electronic Security Sales Representative Special Conservator of the Peace Electronic Security Sales Representative Special Conservator of the Peace Electronic Security Sales Representative Special Conservator of the Peace Electronic Security Sales Representative Special Conservator of the Peace Electronic Security Sales Representative Special Conservator of the Peace			
	Handg	un Shotgun Advanced Handgun Special Conservator of the Peace Handgun			
12.	categories security, law or agency in	eve documented experience as required to be eligible to be certified to instruct in the selected? Required experience: 3 years of management/supervisory or five years of general experience in a private of enforcement or related field; or 1 year experience as an instructor/teacher at an accredited educational institution the subject matter for which certification is requested, or in a related field. (See 6VAC20-171-100 of the Relating to Private Security Services)			
	☐ No If No, this application cannot be processed.				
	Yes	If Yes, please attach third party documentation verifying the type and dates of experience. Resumes are not acceptable. This application cannot be processed without the requested documentation.			
15. Do you have documentation of successful completion of a general instructor development cours years immediately preceding the date of application that meets or exceeds; or completion of inst development program longer than 3 years prior to date of application and has provided instruction during the 3 years immediately preceding, or has provided instruction in a related field at an inst of higher learning?					
	☐ No	If No, please submit a General Instructor Entry Level Training Enrollment form (Form PSS_GE). (This form may be downloaded from www.dcjs.org/privatesecurity)			
	Yes	If Yes, please attach third party documentation verifying the type and dates of experience/training and certificate of training. This application cannot be processed without the requested documentation.			
If a	applying fo	or firearms instructor:			
16.	5. Do you have official documentation of successful completion of a firearms instructor school specifically designed for law-enforcement or private security personnel that meets or exceeds standards established by the department within the 3 years immediately preceding the date of the instructor application?				
	☐ No	If No, please submit a Firearms Instructor Entry-Level Training Enrollment form (Form PSS_FE). (This form may be downloaded www.dcjs.org/privatesecurity)			
	Yes	If Yes, please attach third party documentation verifying the type and dates of experience/training and certificate of training. This application cannot be processed without the requested documentation.			

17. Do you have official documentation of successful qualification, with a minimum range qualification of 85%, with each of the following:						
	Revolver Semi-automatic handgun Shotgun					
☐ No	If No, this application cannot be processed.					
Yes	If Yes, please attach third party documentation verifying the type and dates of qualification and a signed range sheet. This application cannot be processed without the requested documentation.					
18. Do you understand that you must first be qualified as a general instructor through DCJS before you can be qualified as a firearm instructor?						
	☐ Yes ☐ No					
I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges. I understand that I am responsible for maintaining full compliance with Virginia Code Section 9.1.138 through 9.1-150 and the Regulations Relating to Private Security Services 6VAC 20-171.						
Applicant's S	ignature Date:					